

CITY OF PLEASANT HILL

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100 Gregory Lane
Pleasant Hill, CA 94523

ADULT BUSINESS USE SUBMITTAL REQUIREMENTS (including Architectural Review)

The following submittal information shall be provided to the community development department. All submittal information shall be presented along with the community development application form and related fees, if any. An application for an adult related business shall be required to obtain both Planning Commission and Architectural Review Commission approval.

Size limit: Plans should be no larger than 39" x 42" trimmed.

Please fold all plans into packets with each packet containing one copy of each plan. The packets should not be larger than 9" x 11" in size.

Scale: The scale used on submittal plans shall generally be at a 1/8" = 1'0" for the architectural plans, 1" = 20' for site engineering plans. Include a north arrow, the scale and a bar scale on all plans.

SUBMITTAL REQUIREMENTS BY NUMBER:

NUMBER OF COPIES

- 1 ☐ 1. Application form - completed and signed.
- 1 ☐ 2. Fee - check payable to the City of Pleasant Hill.
- 1 ☐ 3. Location map - indicating the subject parcel(s) and adjacent streets.
- 1 ☐ 4. Legal identification - The applicant shall list the legal form of the applicant; e.g., individual, partnership, corporation in a separate document.
 - 1. If the applicant is an individual, the applicant shall list his or her legal name, any aliases, address and date of birth.
 - 2. If the applicant is a partnership, the applicant shall list the full and complete name and address of the partnership, the legal names of all partners, dates of birth and all aliases used by all of the partners, whether the partnership is general or limited; and
 - 3. If the applicant is a corporation, the applicant shall list the full and complete corporate name and address, the date and status of its incorporation, evidence that the corporation is in good standing, the legal names and date of birth, and all aliases used by the officers, directors and principal stockholders (i.e., all stockholders with 10 percent or more of all

outstanding shares), and the name and address of the registered officers for service of process.

- 1 ☐ 5. The applicant shall provide a report that lists whether, preceding the date of application, the applicant or any individuals listed pursuant to the Legal identification (submittal requirement (submittal requirement 5), has:
 1. Had a previous permit for a Adult Business revoked, as well as the date of such revocation.
 2. Whether the applicant has been a partner in a partnership or an officer, director or principal stockholder of a corporation whose permit for a Adult Business has been revoked, as well as the date of revocation.
 3. Whether the applicant has been, if an individual, or any of the officers or general partners, if a corporation or partnership, found guilty or pleaded *nolo contendere* within the past four (4) years of a misdemeanor or a felony classified by the State of California as a sex or sex-related offense.
- 1 ☐ 6. Written statement - describing the project in detail.
- 1 ☐ 7. Adult Development Use Permit Analysis - completed and signed.
- 1 ☐ 8. Notification Requirements Certification - completed and signed.
- 1 ☐ 9. Participant Disclosure Form - completed and signed.
- 1 ☐ 10. Mailing labels and addresses -
 - A. Maps - Prepare and provide a reproduced county assessor's parcel map showing project parcel(s) outlined in red and a 300-foot boundary drawn from the perimeter of the project area outlined in blue. From this map, prepare mailing labels for all parcels that lie with the blue line.

If the owner's address differs from the parcel owner's address, prepare mailing labels for both the owner and the resident (addressed to "Resident").

The street addresses of the parcels which the owner's address differs from the parcel being noticed can be obtained from the City's Building Department's street address book. Community Development Department staff will photocopy the necessary pages if requested.

To obtain the County Assessor's parcel list, the applicant can contact a title company as most of them provide this service for a nominal fee.
 - B. List - Prepare and provide a list of the names, addresses and parcel numbers of all legal owners of property and residents (if the owner's mailing address differs from that of property). These lists are used as the City's record of notification.
 - C. Mailing Labels - From the list of names above prepare and submit mailing labels. A photocopy of the mailing labels may be substituted for the list, provided it includes all necessary information described in number 2, above.

D. Postage - The applicant shall provide postage stamps or pay the city for postage for each property owner and residence. General Plan Amendments, Rezoning, and Planned Unit Developments require at least two sets of address labels and stamps.

- 1 ☐ 11. Site photographs - to clearly show the views of and from the project, including neighboring development. Include a key map indicating where the picture were taken from and in what direction they were taken. Label the pictures accordingly. It is often desirable to take a series of overlapping photographs which when taped together show a panoramic view.

- 16 ☐ 12. Site plans - site plans of the project shall be fully dimensioned and accurately drawn. In most cases, the site plan must be prepared and signed by a licensed civil engineer, surveyor, architect, landscape architect, or building designer whose name, address and phone number must appear on the plan. The boundary and topographic survey information (showing the existing topography) must be prepared by a licensed civil engineer or land surveyor whose name, seal, and signature must appear on the sheet of plan indicating the boundary and topographic survey.

Site plans shall include the following information:

- a) Legal boundaries - boundary lines, easements (with size and type called out), right-of-ways, trails, paths, utility poles and the like.
 - b) Parking and circulation - off-street parking, and loading areas. This should include proposed circulation of vehicles, goods, pedestrians, number of parking spaces and bicycles. Dimension all parking, roads and maneuvering areas.
 - c) Land use - proposed, show the type, amount and location. Show also adjacent land use, including their general location and the height of existing structures.
 - d) Buildings - all existing and proposed buildings and structures. Include their outside dimensions, height (from ground to top of roof), location and use. Delineate each residential unit or commercial shop, and indicate unit type and size. Show trash enclosures, storage buildings and the like. Indicate setbacks and distance between buildings.
 - i) Features - building appurtenances and features, including balconies, decks, landscaping stairs, and roof lines to be shown.
 - k) Coverage - tabulation of building, landscaping, open space and paving.
- 16 ☐ 13. Building elevations - show all elevations of the proposed project with materials, colors, and dimensions specified. The purpose of such drawings is to specify the height, bulk and appearance of proposed buildings and structures.
- a) A materials list including a material and color palette board shall accompany the application.
 - b) Lights - show the location, height, size and type of exterior lights.
 - c) Features - indicate the locations of identification signs and features, mailboxes, storage spaces, air conditioning units, transformers, utility meters, and other items that affect the exterior appearance and use of the proposed project and adjacent property.

- 16 ☐ 14. Landscape plan - a preliminary landscape plan shall be submitted showing major landscape structures such as fences, walls, walks, pools, and trellises with dimensions, paving material designations, and a proposed planting plan. Approval of a preliminary landscaping plan will be subject to submittal of a final landscaping and automatic irrigation plan to be checked for conformance prior to issuance of a building permit.

The preliminary landscape plan should indicate the general plant pallet that is proposed including a description of the type of plants, their rate of growth, size in 3-5 years, mature size, and container size at time of planting. Include both common and botanical names. Show the location of paths, fences and street furniture.

- 16 ☐ 15. Floor plan - floor plans showing exterior doors and windows and design with stairways, mechanical rooms and shared hallways indicated, so that parking and coverage calculations can be made.

- 16 ☐ 16. Signs - sign submittal are as follows:

- A. Site plan - site plan, fully dimensioned showing the location and size of all existing and proposed freestanding signs and building mounted signs. Include the length of building frontage(s) onto a public right of way. (If building has more than one frontage, identify length of each frontage);
 - B. Elevations - fully dimensioned building elevations showing sizes and locations of existing and/or proposed wall signs (minimum scale 1/8" = 1'0");
 - C. Rendered sign elevation - a color version of the sign elevation shall be submitted that accurately represents the final finished appearance of the sign in its installed setting (either building mounted or freestanding).
 - D. Details - detailed drawings of all proposed signs indicating the size of sign cabinet, letter style, color scheme, cabinet colors, material specifications (minimum scale 1/4" = 1' 0"). A side elevation is often helpful in describing the sign;
 - E. Inventory - an inventory of all on-the-property signs must be submitted with the sign application. The inventory shall include the type, description, size, height and locations of all existing and proposed signs.
- 1) The height above finish grade and dimensions of all signs shall be shown on all of the above drawings.
 - 2) Area of each sign (in square feet) shall be shown on all of the above drawings.

- 1 ☐ 17. Rendered site development plan

- 1 ☐ 18. Transparency - an 8 1/2" x 11" clear transparency reduction of all plans for overhead projection or 35 millimeter slides.

- 1 ☐ 19. Reduction - an 8 1/2" x 11" black and white reduction of each plan.

- 1 ☐ 20. Security Plan - Prepare and provide a security plan that indicates 1) a responsible person at least 18 years of age will be on the premises to act as manager at all times during which the business is open; 2) a security system will be installed to visually record and monitor the

exterior premises of the property including all parking areas, or in the alternative, informed secured guards will be on site to patrol and monitor the exterior premises of the property during all business hours.